Skype for Business Web Conferencing provides collaboration tools to share your entire desktop, applications, your primary monitor, secondary monitor, or both monitors. Now it is very easy to provide a link to a meeting room, as the Skype for Business Meeting features are available through Outlook 2013.

Skype for Business includes an Outlook plug-in that provides users with single-click scheduling of a Skype for Business Meeting in Outlook if they have a VTS seat. Participants join with a single-click from the Outlook reminder, or via the Outlook meeting itself. Organizers can easily set up meetings using predefined conference properties or can set meeting types and admission policies for specific needs. Details (such as meeting time, location, and attendees) are entered in the Outlook meeting window.

Multi-party Skype for Business audio and video capabilities are not available in Skype for Business Web Conferencing meetings at NASA.

Schedule a Skype for Business Meeting

1. From your Calendar in Outlook, click [New Skype Meeting] the **New Skype Meeting** button on the **Home** tab. OR From a meeting window in your Outlook calendar, click the **Skype Meeting** button. A Meeting window displays (shown right) containing a link for the participants to join your Skype Meeting.

Please note, you must be logged into both Outlook and Skype For Business.

2. Invite the appropriate attendees. For outside attendees, enter their email address.

3. Enter the subject text.

   The location will default to "Skype Meeting."

4. Enter the **Start Date** and time. Enter the **End Date** and time.

5. Set the meeting options (outlined in the section below) and then Click **Send**.
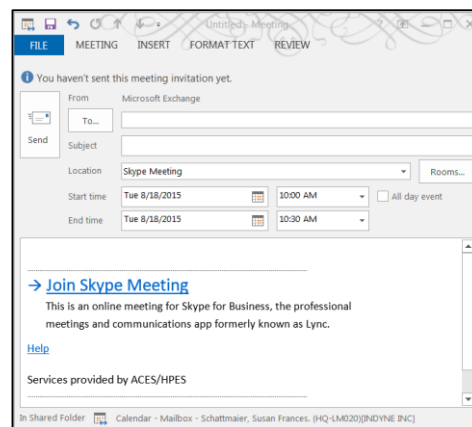
For VTS seat owners, there can be a maximum of 199 simultaneous users in a single Skype for Business Web Conferencing Session. If you are hosting a meeting that includes 200-999 attendees, submit an ESD request. Click Order Services | Service Catalog | Collaboration Services | VTS (Virtual Team Seat) Request.. Your request will be processed within 24 hours.

Skype for Business Web Conference Options

In the meeting, click the **Meeting** tab, and click [Meeting Options] the **Meeting Options** button to display options to adjust for each meeting.

Where do you want to meet online?

- Click to select "**a new meeting space (I control permissions)**" to use a unique meeting space each time with unique information, to limit participants to only those invited, and to control what access the participants have. This is the NASA preferred setting as this is more secure.

- Click to select "**My dedicated meeting space (less secure)**" to use the same meeting space each time, to allow anyone from your company to join and present at any time.
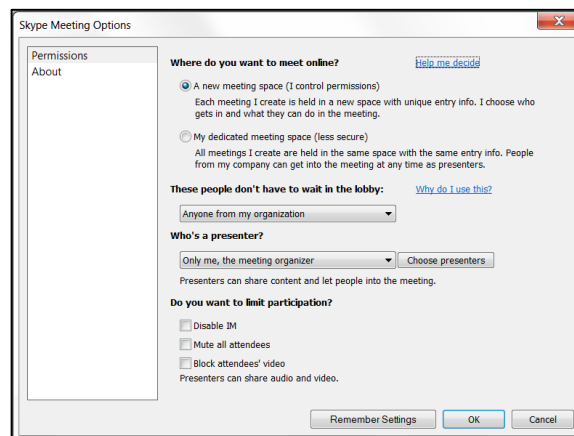
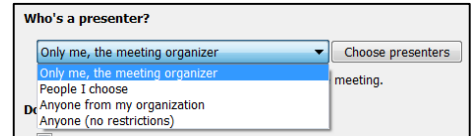**These people don't have to wait in the lobby:**

Use these options to decide who gets into the meeting directly, and who waits until you let them in. **Best practice**: change this setting for large meetings, or when you have confidential or sensitive information to discuss.
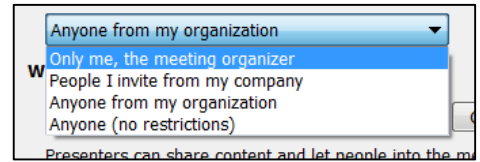
Who gets in directly?	What happens	Recommended when…
Only me, the meeting organizer	You are the only one who can join the meeting directly. Everyone else has to wait in the Lobby until admitted.	You have a high security meeting and confidential information.
People I invite from my company	Only people invited can join the meeting directly. Everyone else has to wait in the Lobby until admitted.	You are discussing confidential information, and want only specific people to join.
Anyone from my organization	Anyone from your company can get in to the meeting directly, even if not invited.	You do not have external participants and you are not discussing confidential information.
Anyone (no restrictions)	Anyone who has access to the meeting link gets in to the meeting directly.	You are inviting outside participants and you are not discussing confidential information.

Who's a presenter?

Use this option to select who gets to be a presenter in your meeting. All presenters have full control over the meeting and can share content, record the meeting, change the meeting options, mute people, and so on.

Who's a presenter?	What happens	Recommended when...
Only me, the meeting organizer	Only you as the meeting organizer have presenter permissions.	Use when the participants do not have to interact with the meeting content. You can designate additional presenters during the meeting.
Anyone from my organization	Anyone from your company can be a presenter.	Suitable for causal meetings with your teammates, where all participants can share and modify content.
Anyone (no restrictions)	Everyone you invite can be a presenter.	Use when you have external participants and want them to present.
People I choose	You and the people you choose can be presenters.	Use when you want specific people to be presenters. *IMPORTANT: When you select **People I choose**, click **Choose Presenters**, and then move the participants from the **Attendee** to **Presenters** side. External invitees and distribution lists cannot be added as presenters, but you can give presenter permissions to individuals when you are in the meeting.*

Do you want to limit participation?

To eliminate interruptions, disable instant messaging if desired by clicking the checkbox Disable IM. Neither Mute all attendees nor Block attendees' video are supported at NASA..

Join a Skype for Business Meeting using NASA Equipment

When joining a Skype for Business meeting, it is highly recommended that you use a government-issued or government-approved end user computer (laptops/desktops/tablets) with Skype for Business installed.

1. Using your government-issued or government-approved end user computer (laptops/desktops/tablets), from the Outlook Calendar meeting invitation, click **Join Skype Meeting** in the **Notes** area of the meeting. The *Privacy Disclaimer* for NASA Skype use displays.

   → Join Skype Meeting
   This is an online meeting for Skype for Business, the professional meetings and communications app formerly known as Lync.

2. Click the checkbox for the option "**I have read the above and agree to the terms**" and then click **Continue**.

3. The Lync application launches and establishes a meeting room with the participants.
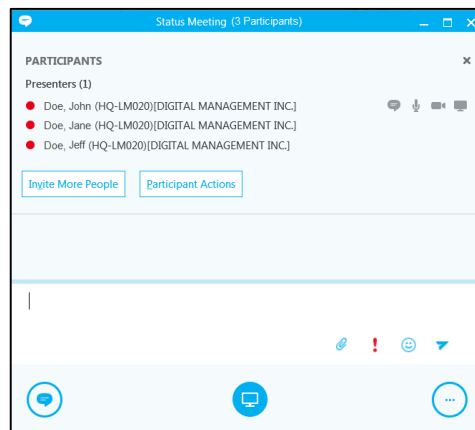
For application and desktop sharing instructions, see the section entitled "Desktop and Application Sharing" on page 4.

4. To display the Lobby and participants list, click the **People** icon   . Use the Lobby to admit attendees.

5. Click the **Present** icon   to share your desktop.

6. To end the meeting, click the   **Options** icon | **End Meeting**.

Join a Skype for Business Meeting using Lync Web App

Lync Web App is a browser-based version of Lync/Skype for Business for those who are using a computer that does not have Lync installed, i.e., while working from anywhere. To use Web Conferencing tools from the Lync Web App (internet interface) from a personal or non-government approved computer or mobile device you must login as a "Guest." The use of these collaboration tools (i.e., Lync/Skype, Vidyo, Adobe Connect, WebEx) from a non-government-approved computer is authorized only when you log in as a guest.

For more detailed information on Attendee Meeting tools, see the Skype for Business 2013 for Windows and Lync for Mac 2011 QRG5 – Meeting Attendee Tools posted on the ITCD Web site http://itcd.hq.nasa.gov/ctc.

Join the Meeting as a Guest

1. Open the email meeting invitation.

The first time you do this on a particular computer, you will be prompted to download / install LWAPlugin64BitInstaller64. Complete the download of the plugin.

2. Click into the **Guest, type your name below** field (shown right) and enter a name.

3. Click **Join Lync Meeting**. The *Privacy Disclaimer* will display.

4. Click the checkbox for the option "**I have read the above and agree to the terms**" and then click **Continue**. The browser will launch the meeting room.

If you log in as a guest and the host does not have elevated rights with a VTS seat, you will not be able to join the meeting as the host does not have the rights for non-NASA email addresses to join his/her meeting. Best Practice: log in from your NASA-issued equipment.

If you are the host of the meeting and you log in as a guest, you will not be able to present in the meeting room. Best Practice: log in from your NASA-issued equipment.

Skype for Business Meeting Participant Tools

- Click the **X** in the upper-right corner to leave the meeting room.
- Click the **Maximize** button to increase the view of the presented material.

Presenting in a Meeting Room

If you are designated as a Presenter in the meeting, you can share content with the other attendees.

*You can send instant messages (IMs) to the meeting attendees during the meeting. However, your messages will be sent to all the attendees. You cannot send IMs to individual participants. Select the **Message** icon to open an IM window. Type your message and select Enter to send the message.*
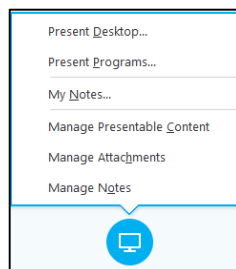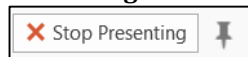
Desktop and Application Sharing

Desktop Sharing

1. Click the **Present** icon on the *Quick Lync* bar to start a presentation. The *Present* menu displays (shown below).
2. You can share your **Primary Monitor**, **Secondary Monitor** or **All Monitors.** Click to select what you would like to present.

*When you share a monitor, Skype displays the message "**People will be able to see everything on the monitor you chose.**"*

3. Click **OK** to continue
4. To stop presenting, from the *Sharing* toolbar, click **Stop Presenting**.

Application Sharing

1. Click the **Present** icon to share an open application. The *Present menu* displays (shown at left).

Any time you want to share an application, you must have the application already open before you can share it.

2. Click **Present Programs** | Select the specific application to be shared and click **Present**.
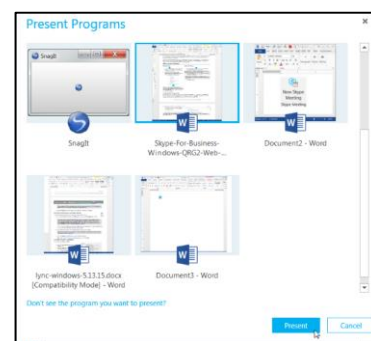

*When you share an application, Skype displays a message "**People will be able to see everything in the window you chose**."*

3. Click **OK** to continue.

Give and Take Control when Sharing

You can give control to another meeting participant by clicking **Give Control** on the *Sharing* Toolbar (shown below) Once you give control to another participant, they can move the mouse in the presentation window, click on windows they have access to and type in applications or documents that you are sharing with them.

1. On the *Sharing* toolbar, click **Give Control**. A drop-down list displays with a list of participants.
2. Select the attendees to whom you wish to give control. Skype sends a notification to that Attendee.
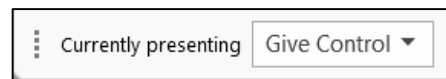
*To take back control, click **Give Control** and then click **Take Back Control**. Participants can also Request Control from their meeting window.*